

KRONOS INSTRUCTIONS

FRANKLIN COUNTY PUBLIC SCHOOLS

Franklin.kyschools.us

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KRONOS INSTRUCTION GUIDE

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KRONOS Instructions

Logging into KRONOS –

Go to <https://secure.saashr.com/ta/6115544.login> to login. You can save this internet address or you can also access the address from our webpage, www.franklin.kyschools.us. Once you are there click on the 'Employment' tab on your left-hand side and then click on 'Kronos Timesheets' under 'Job Links' on the right-hand side.

The image shows a login interface for KRONOS. At the top center is the KRONOS logo, which consists of an orange circle with white lines radiating from the center, followed by the word "KRONOS" in a bold, black, sans-serif font with a registered trademark symbol. Below the logo is the text "Welcome to Workforce Ready". Underneath this, there are two input fields: the first is labeled "Username:" and the second is labeled "Password:". Both fields are empty and have a thin grey border. At the bottom right of the form area is a button labeled "Login". The entire form is set against a light blue background with rounded corners.

Your username is your employee number, which can be found on your most recent timesheet (same as your eStub username) or you can contact Dee Dee Coburn at Central Office for assistance.

Your temporary password will be Franklin1!. After your first login you will be prompted to change your password to one of your choice.

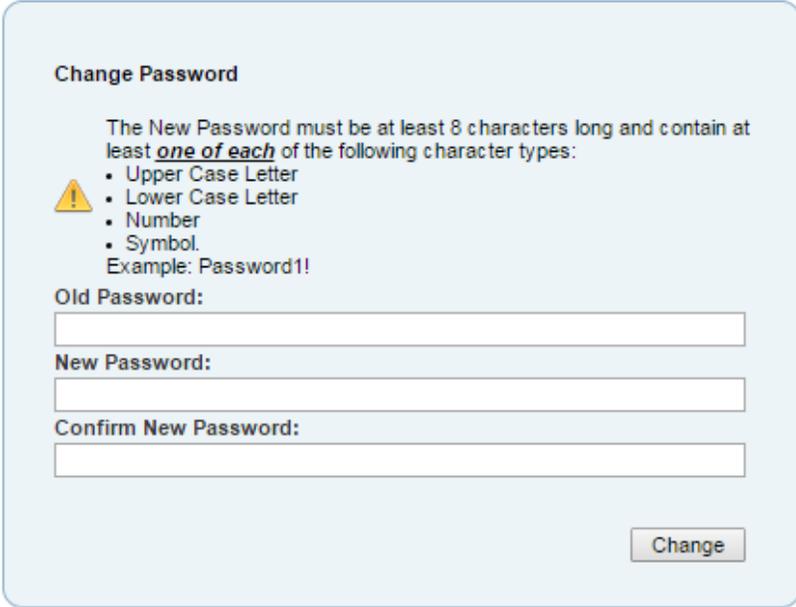
Security Changes –

KRONOS has made some changes to “enhance” the security of their Workforce Ready platform. You may have already noticed that you are prompted to change your password to include one of each of the following:

- Upper Case Letter
- Lower Case Letter
- Number
- Symbol

KRONOS also requires you to authenticate the computer you’re using and validate your identity. It will require you to have a code sent to your email and once you retrieve that code, you must enter it into KRONOS before logging on. Any time you use a different computer, it will ask you for a code (the code will be different each time, you cannot use the same code). KRONOS will only ask you to do this once for each computer you use UNLESS you do not log in for 30 days, then it will ask you for a code again.

The first time you log in, you will see this screen prompting you to change your password.



Change Password

The New Password must be at least 8 characters long and contain at least ***one of each*** of the following character types:

- Upper Case Letter
- Lower Case Letter
- Number
- Symbol.

Example: Password1!

Old Password:

New Password:

Confirm New Password:

Change

Type in your old password once, followed by your new password twice and hit the “change” button.

At your first log in, KRONOS will allow you to change your password and then proceed. The very next time you log in, you will be prompted to validate your identity. You will see the screen below.

Please select one of the following methods to validate your identity

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

Methods: Text Message Voice Email

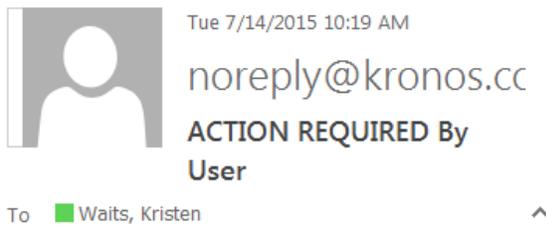
Email will be sent to:

Enter Code:

By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

Click the “send email” button and wait to receive the email from noreply@kronos.com.

You will get an email that looks similar to the one below.



Please enter the code in application to continue login process. CODE: 572056

Go back to the KRONOS screen and type in the code that is emailed to you beside “enter code”.
Check mark the box underneath and hit “continue”.

Please select one of the following methods to validate your identity

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

 Email was sent successfully. Enter in the code you've received in the field below. This code is not case sensitive. To eliminate this step for future logins on the current device, check "Remember This Device".

Methods: Text Message Voice Email

Email will be sent to:

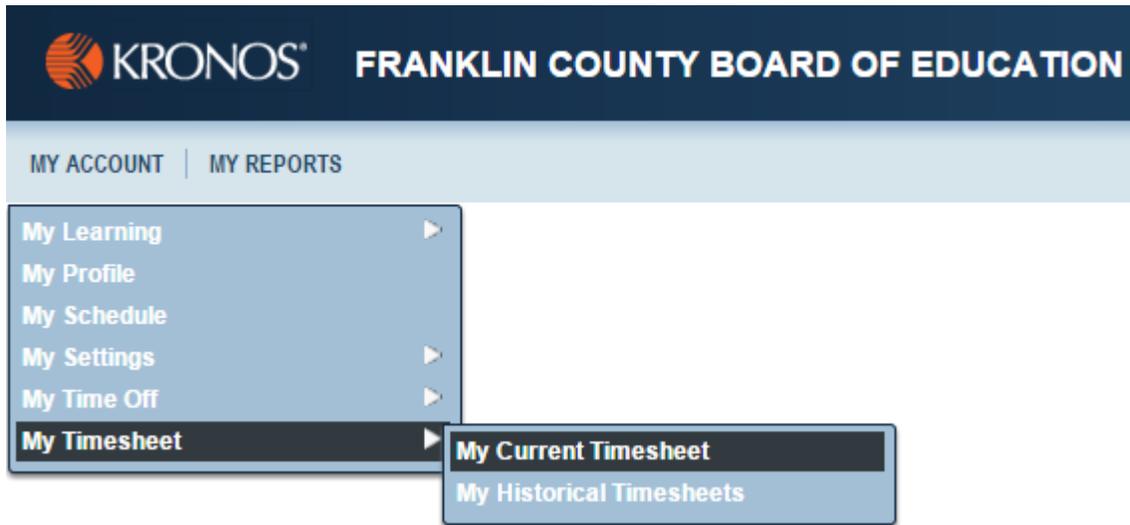
Enter Code:

By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

As the screen indicates, the system will not require the entry of a code from the computer you're using with each log in unless you do not log in to that same computer at least once in 30 days after your first log in.

Completing your Timesheet –

Click on MY ACCOUNT, MY TIMESHEET, and MY CURRENT TIMESHEET to access your timesheet.



Your timesheet should look something like this.

Timesheet										
Calc. Detail Calc. Summary Summary By Day										
Date	Labor Level	Time Off	Pay Category	Comment	In Date	From	To	Raw Total	Calc. Total	
Mon 16	Central Offi/Central Offi				Mon 16			8:00	8:00	
								Day Total	8:00	8:00
Tue 17	Central Offi/Central Offi				Tue 17			8:00	8:00	
								Day Total	8:00	8:00
Wed 18	Central Offi/Central Offi				Wed 18			8:00	8:00	
								Day Total	8:00	8:00
Thu 19	Central Offi/Central Offi				Thu 19			8:00	8:00	
								Day Total	8:00	8:00

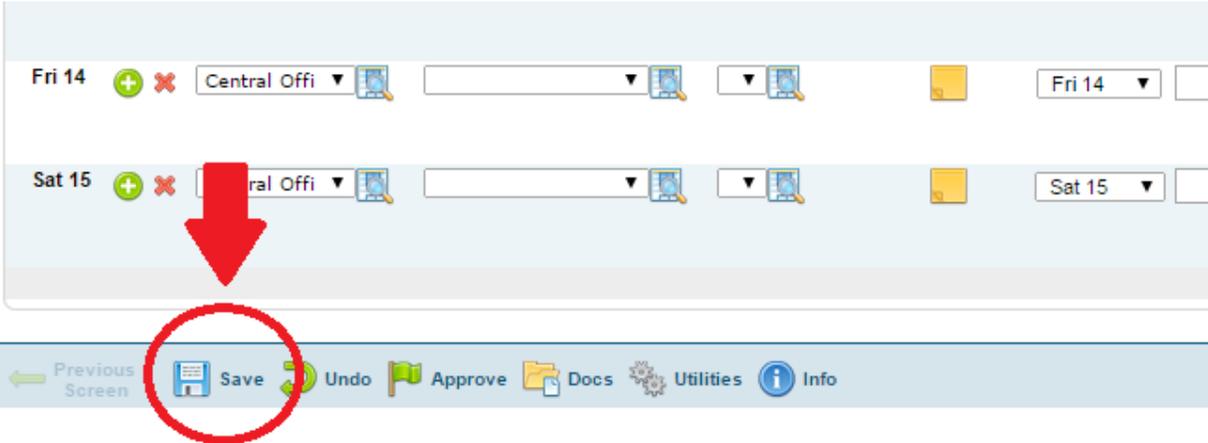
Leave the 'From' and 'To' columns blank. Only fill in your total hours worked in the 'raw total' column; the last column in the white box.

NOTE**

All teachers are contracted 7 hours a day. If you are a teacher, your timesheet will have 7 hours filled in on the days that you are present.

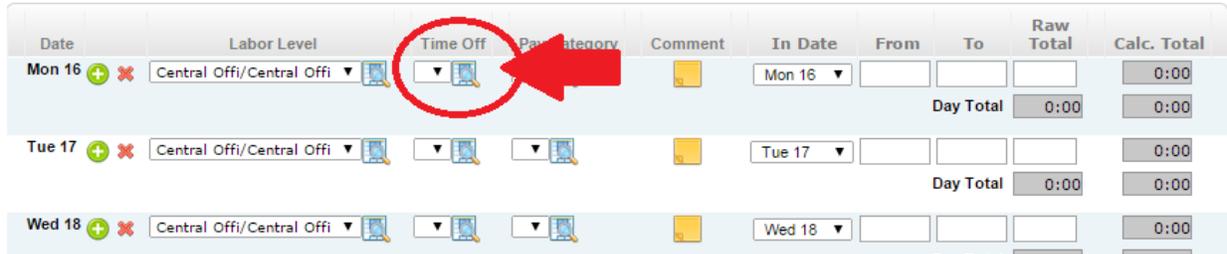
If you are an hourly employee, your time will vary.

Always make sure you save any changes you make. You can find the save button at the bottom of the screen.



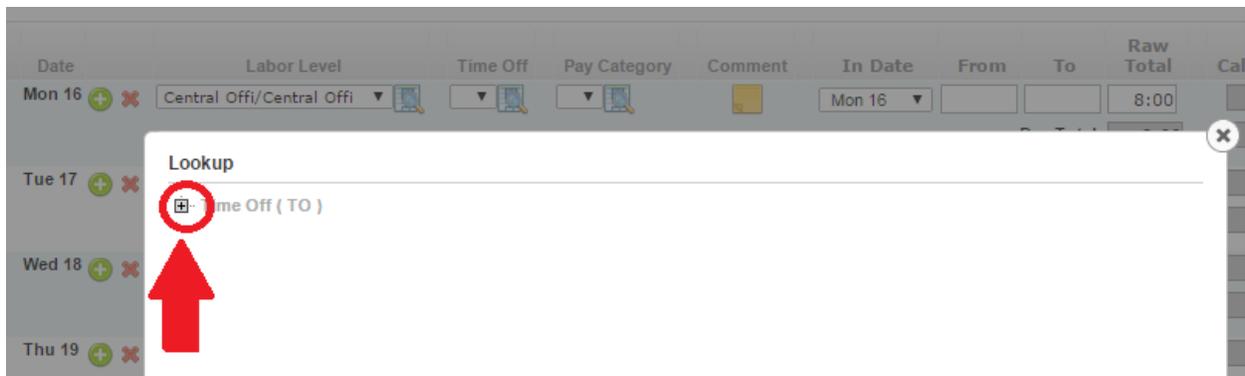
Entering in Sick Time –

You may enter sick time off on your timesheet yourself; this is time off that does not need to be prior approved. To enter your sick time, click on the magnifying glass under TIME OFF column.



Date	Labor Level	Time Off	Pay Category	Comment	In Date	From	To	Raw Total	Calc. Total
Mon 16	Central Offi/Central Offi	▼	▼		Mon 16				0:00
Day Total								0:00	0:00
Tue 17	Central Offi/Central Offi	▼	▼		Tue 17				0:00
Day Total								0:00	0:00
Wed 18	Central Offi/Central Offi	▼	▼		Wed 18				0:00

You will then be prompted to choose sick certified or sick classified.

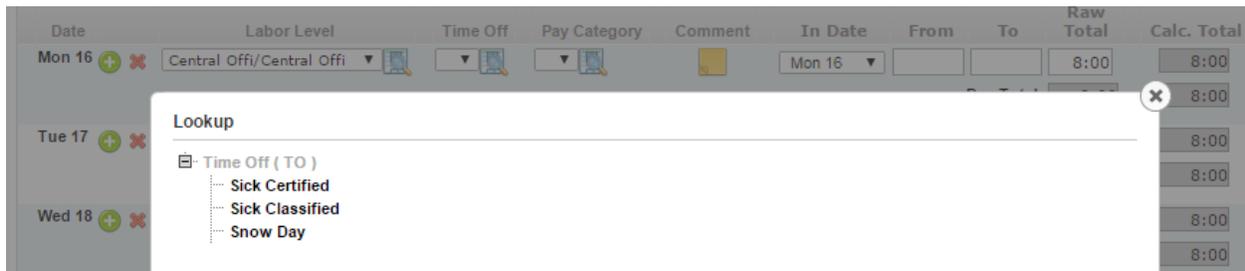


Date	Labor Level	Time Off	Pay Category	Comment	In Date	From	To	Raw Total	Calc. Total
Mon 16	Central Offi/Central Offi	▼	▼		Mon 16			8:00	
Tue 17									
Wed 18									
Thu 19									

Lookup

- Time Off (TO)

Click on the plus sign beside 'Time Off (TO)' to extend the drop down and show your choices.



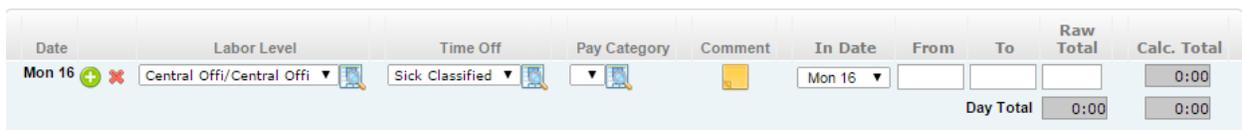
Date	Labor Level	Time Off	Pay Category	Comment	In Date	From	To	Raw Total	Calc. Total
Mon 16	Central Offi/Central Offi	▼	▼		Mon 16			8:00	8:00
Tue 17								8:00	8:00
Wed 18								8:00	8:00

Lookup

- Time Off (TO)
 - Sick Certified
 - Sick Classified
 - Snow Day

It is very important that you choose the correct sick day that pertains to you.

After you choose certified or classified, your timesheet will look like this.



Date	Labor Level	Time Off	Pay Category	Comment	In Date	From	To	Raw Total	Calc. Total
Mon 16	Central Offi/Central Offi	Sick Classified	▼		Mon 16				0:00
Day Total								0:00	0:00

In the RAW TOTAL column, fill in your sick hours. Again, it is important that you put in your correct contracted hours here. For teachers, 7 hours or 3.5 (for half day sick); for hourly employees, time will vary.

If you are only taking a half sick day or a certain number of hours, you would fill in your sick hours under RAW TOTAL column and then add an additional line for the number of hours you actually worked. See below.

Date	Labor Level	Time Off	Pay Category	Comment	In Date	From	To	Raw Total	Calc. Total
Mon 16	Central Offi/Central Offi	Sick Classified			Mon 16			4:00	?
	Central Offi/Central Offi				Mon 16			4:00	?
Day Total								8:00	?



Add an additional line by clicking the plus sign.

Entering in Extended, Conference, Jury Duty, etc. –

To enter time for a conference day, extended day, jury duty, military time, overtime 1.0, and PD click on the magnifying glass under PAY CATEGORY. You will then be prompted to choose.

Date	Labor Level	Time Off	Pay Category	Comment	In Date	From	To	Raw Total	Calc. Total
Mon 16	Central Offi/Centr				Mon 16				?
Tue 17	Central Offi/Centr							0:00	?
Wed 18	Central Offi/Centr								?
Thu 19	Central Offi/Centr								?
Fri 20	Central Offi/Centr								?
Sat 21	Central Offi/Centr								?
Sun 22	Central Offi/Centr								?

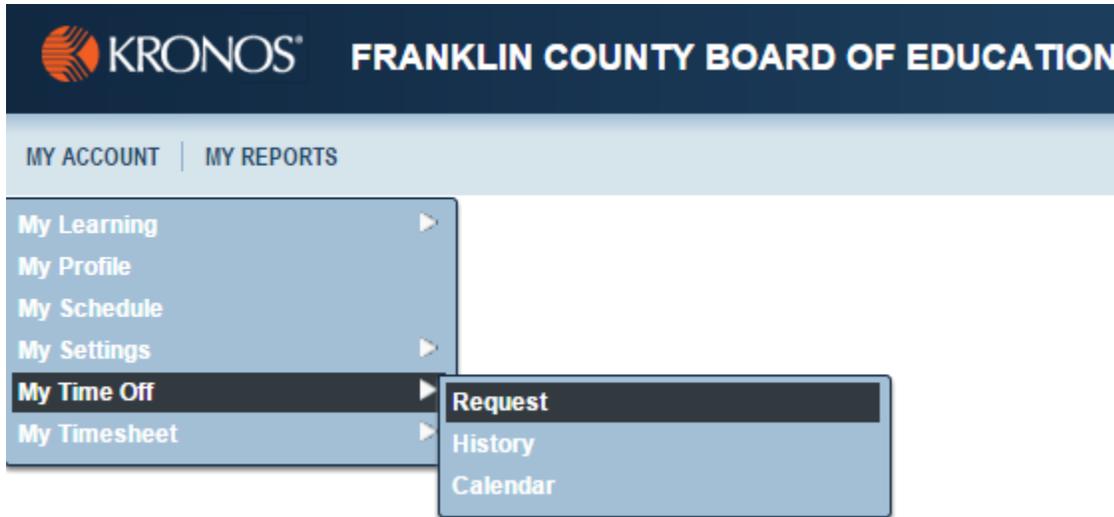
Pay Categories

Name	Description	Code
CDL Examiner		
Conference Days		
Extended Days		
Field Trip		
Jury Duty		
Military Time		
Overtime 1.0		227
PD		

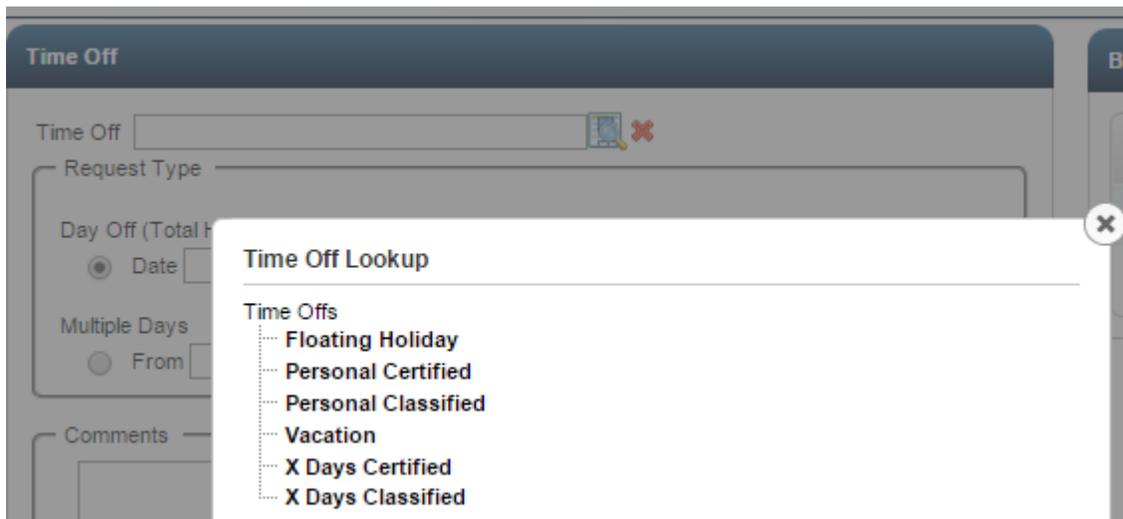
NOTE** FIELD TRIP under pay category is used for Bus Garage employees ONLY.

Requesting Time Off –

To request an x-day, personal day, vacation day or a floating holiday scroll over MY ACCOUNT, then MY TIME OFF, and REQUEST.



Fill out the form by clicking on the magnifying glass beside TIME OFF and choosing what type of day.



Click on the type of day you'd like to take and fill out the rest of the form by choosing the date and hours.

Time Off

Time Off  

Request Type

Day Off (Total Hours)

Date  Total Hours

Multiple Days

From  To  Total Hours Per Day

Comments

NOTE** It is very important to only choose the type of day that pertains to you. Not all employees receive X days, vacation days, floating holiday etc.

You can also request multiple days.

Time Off

Time Off  

Request Type

Day Off (Total Hours)

Date  Total Hours

Multiple Days

From  To  Total Hours Per Day

Comments

After you have completed the form, click SUBMIT REQUEST at the bottom left-hand side of your screen.



After your request is approved by your principal and superintendent it will automatically upload to your timesheet. Do not fill in time on your timesheet for days you have requested off.

Day	Request	Classification	Start	End
Thu 13	Central Offi	X Days Classified	8:00	8:00
			Day Total	8:00
Fri 14	Central Offi		0:00	0:00
			Day Total	0:00

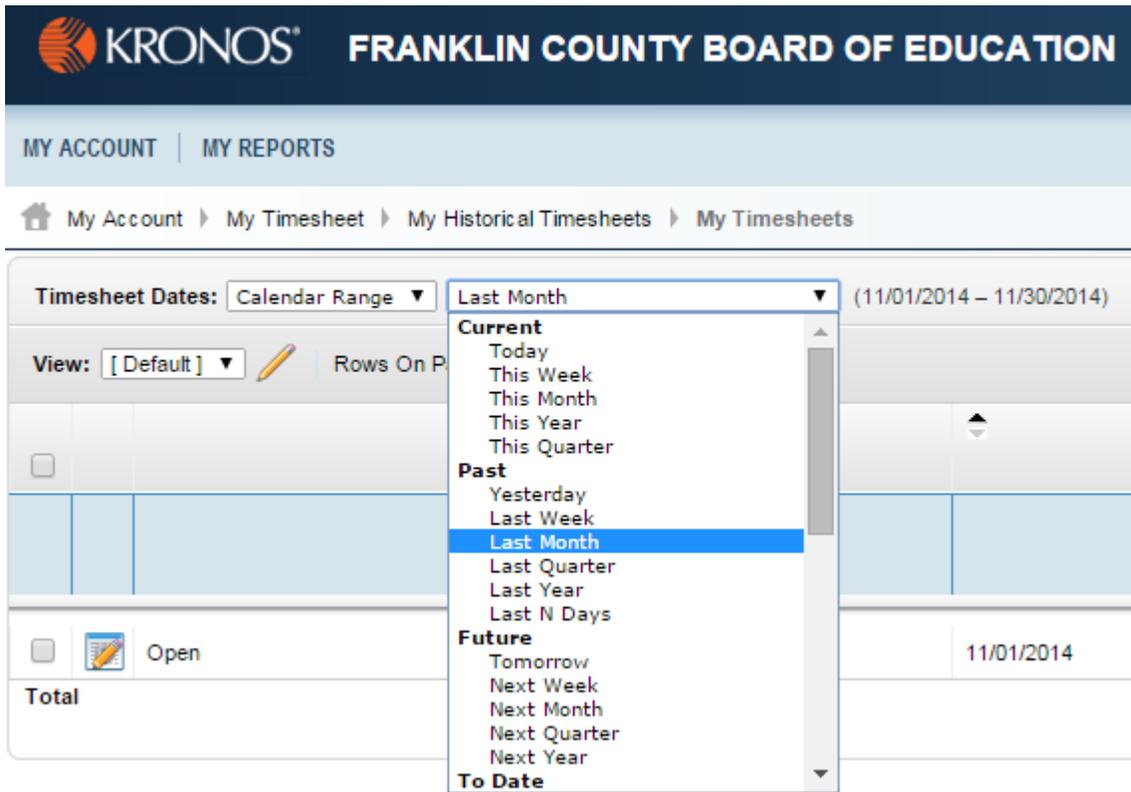
The only time you would want to fill out your timesheet after you have requested a day off is if you are only requesting a half day off or a few hours. You would then need to put your hours worked on that particular day and after your request is approved, your other hours will show up as an extra line on that day.

Rejected Timesheet –

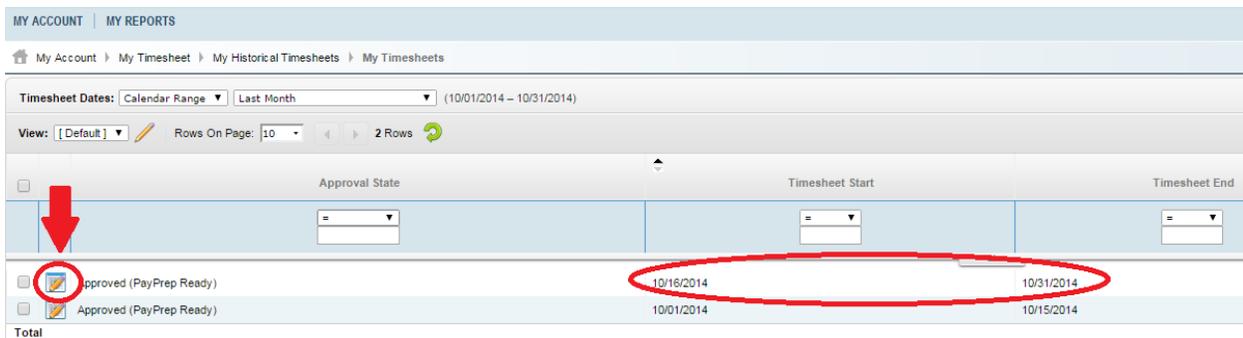
Your timesheet will automatically upload at 9:00am on the day following a pay day (the 16th and 31st of the 1st of each month). Please make sure your timesheet is complete before this time. If you forget and only partially fill out your timesheet or if you make a mistake on your timesheet, your bookkeeper will reject your timesheet. When your timesheet has been rejected, you will need to log back into KRONOS, edit your timesheet and save. To find a rejected timesheet, you scroll over MY ACCOUNT, MY TIMESHEET, and click on MY HISTORICAL TIMESHEET.



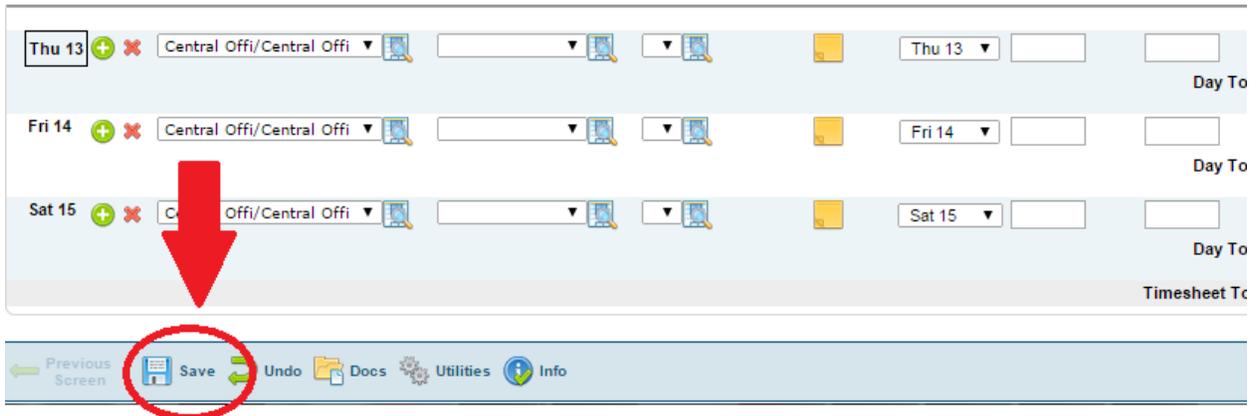
Your screen will automatically default to the current month you are in. If you need to look at older timesheets, you can do so by clicking the box beside TIMESHEET DATES and changing the date range.



Choose and edit the timesheet that has been rejected by clicking on the notepad.



Edit your timesheet and save at the bottom.



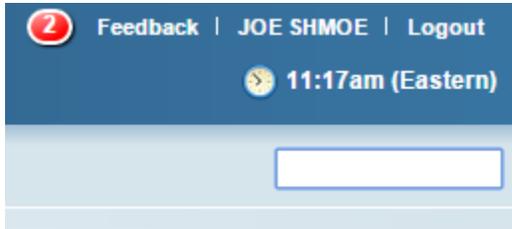
The screenshot shows a timesheet interface with three rows for dates: Thu 13, Fri 14, and Sat 15. Each row contains a dropdown menu set to 'Central Offi/Central Offi', followed by two empty input fields, a yellow square icon, and another dropdown menu with the date. A red arrow points from the Sat 15 row down to the 'Save' button in the bottom navigation bar. The navigation bar also includes 'Previous Screen', 'Undo', 'Docs', 'Utilities', and 'Info' buttons.

After you have edited & saved your timesheet, **notify your bookkeeper that you have done so.**

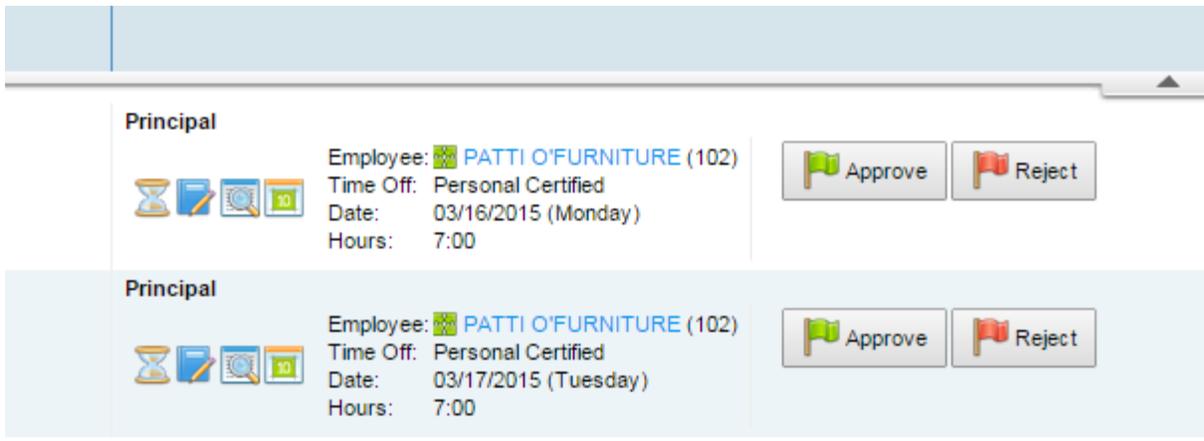
****MANAGER INSTRUCTIONS ONLY****

Approving Rejecting Time Off Requests –

After an employee submits a time off request, it will be sent first to the bookkeeper/secretary. The bookkeeper/secretary will receive an email from KRONOS letting them know that they have a time off request pending. They can find these time off requests in the top right corner beside their name in a red circle. The circle will have a number inside indicating how many requests are pending.



Click on the red circle and you will be taken to “MY TO DO LIST” screen.



From here, the bookkeeper/secretary will approve the time off requests (they must approve the request to send on to the principal).

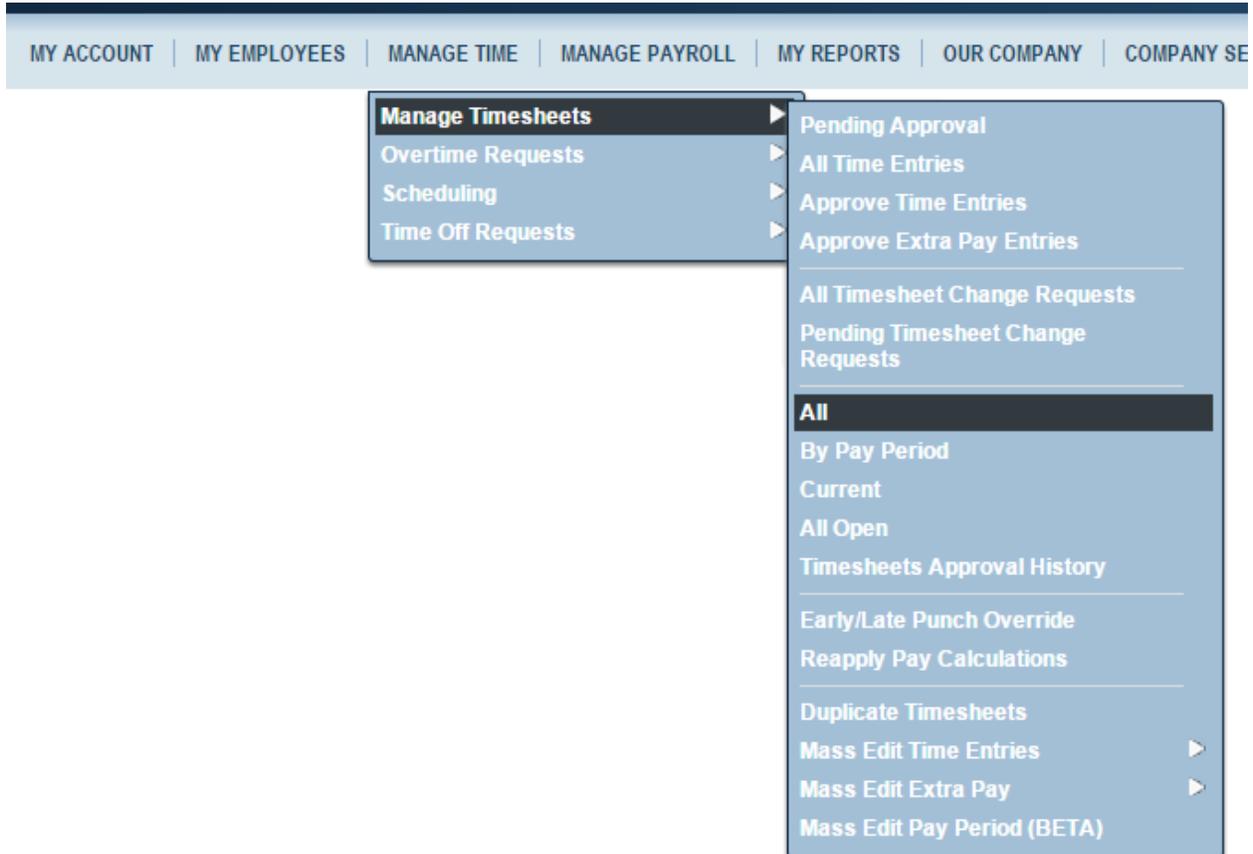
The principal will then be notified by email that they have a time off request pending. They will use the same steps to find and approve/reject the request.

After the principal approves, the request is sent on to the Superintendent. After the request is approved by the Superintendent it will automatically populate on the employee's timesheet.

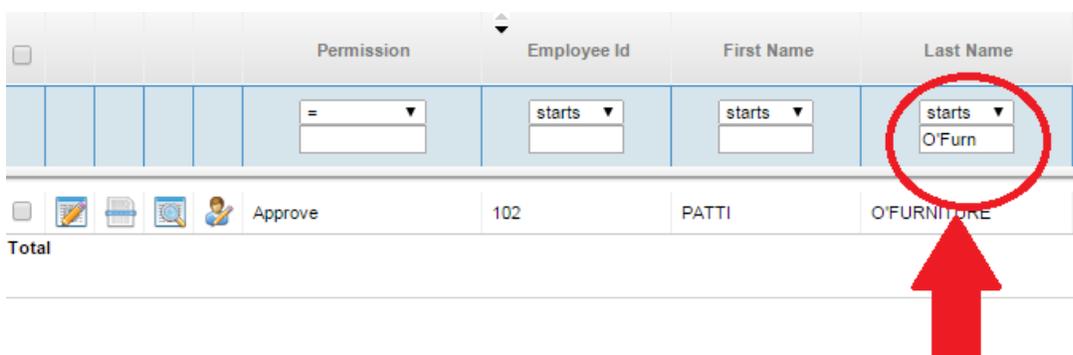
NOTE** It is **VERY** important to approve or reject all requests daily to ensure the employee timesheets are correct when it is time for the approval process.

Deleting Time Off on an Employee Timesheet (Bookkeeper/Secretary) –

If an employee requests a personal day, x-day, etc. and does not end up using that day (they work instead), the bookkeeper/secretary is responsible for deleting the day that was prior approved off of the employee timesheet. The employee does not have rights to do this on their own. To delete time off, the bookkeeper/secretary will need to go “MANAGE TIME”, “MANAGE TIMESHEETS”, “ALL”.



Search the specific employee’s last name by filling in the white box below “Last Name”. You can also search by first name, or employee ID #. Hit enter when done typing to start search.



NOTE** Make sure you choose the correct dated timesheet. Date will be listed beside the employee name.

Click on the notepad to open the employee timesheet.

Permission	Employee Id	First Name	Last Name
=	starts	starts	starts
			O'Furn
	Approve	102	PATTI O'FURNITURE
Total			



Find the days on the timesheet and click the red X to delete the time.

Manage Time > Manage Timesheets > All > Timesheet Edit

- Employee: PATTI O'FURNITURE (102)
- Time Sheet: March 16, 2015 - March 31, 2015

Timesheet | Exceptions | Calc. Detail | Calc. Summary | Summary By Day

Date	Labor Level	Time Off	Pay Category	Comment	In Date	From	To	Raw Total	Calc. Total
Mon 16	Central Offi	Personal Certified			Mon 16			7:00	7:00
Day Total								7:00	7:00
Tue 17	Central Offi	Personal Certified			Tue 17			7:00	7:00
Day Total								7:00	7:00

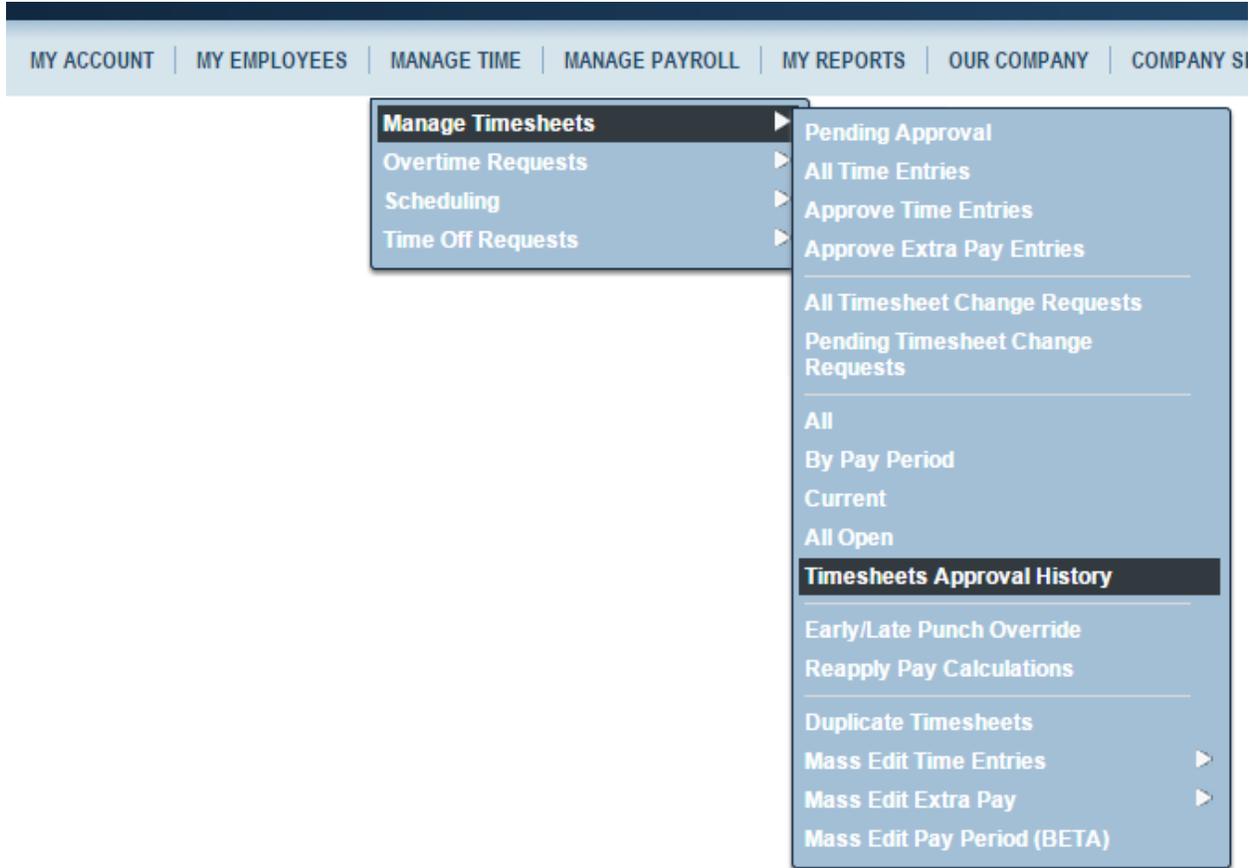


NOTE** Make sure you **SAVE** the timesheet at the bottom when you are done.

Approving/Rejecting Timesheets –

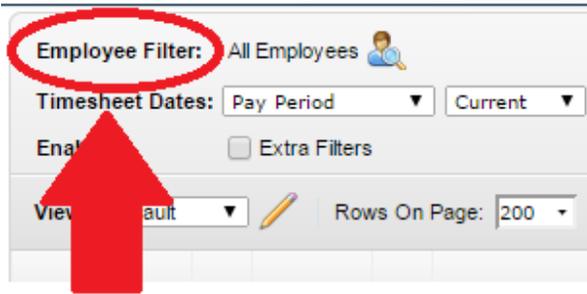
Principals and bookkeepers/secretaries will receive an email when timesheets are pending approval. Principals and bookkeepers/secretaries will receive the same email at the same time. This email only means that timesheets are ready to be approved by the bookkeeper/secretary. The bookkeeper/secretary will need to let the principal know when they are done approving timesheets so that the principal can do their approval.

To approve timesheets choose “MANAGE TIME”, “MANAGE TIMESHEETS”, “TIMESHEETS APPROVAL HISTORY”.



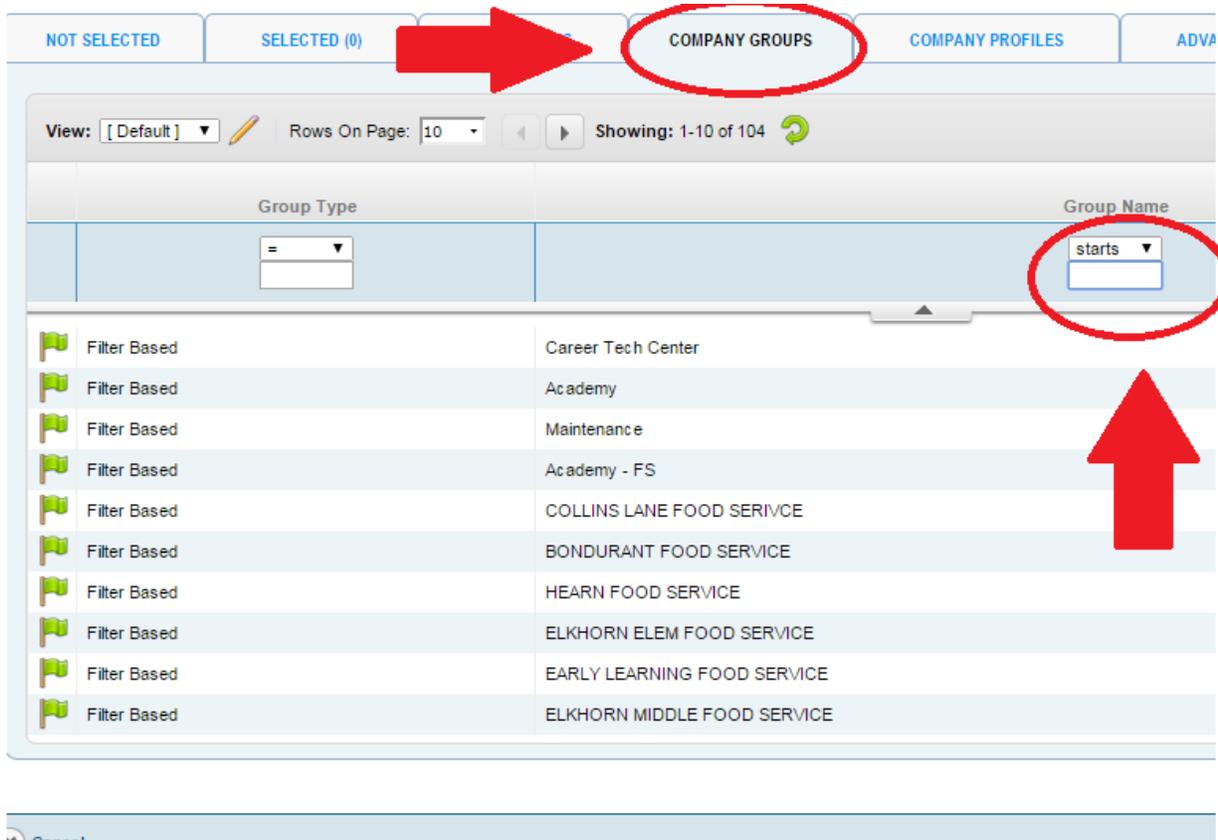
There are a few settings that you'll need to change once you get to the "TIMESHEETS APPROVAL HISTORY" screen to ensure you're looking at the correct employees and correct timesheets.

First, check the "Employee Filter" located in the top left-hand corner.



Beside "Employee Filter" in the above picture, it says "All Employees". Yours should reflect the name of your school. To change this setting, click on the man with the magnifying glass beside "All Employees".

Click on "COMPANY GROUPS", then type in your school name in the white box under "Group Name". Hit Enter.



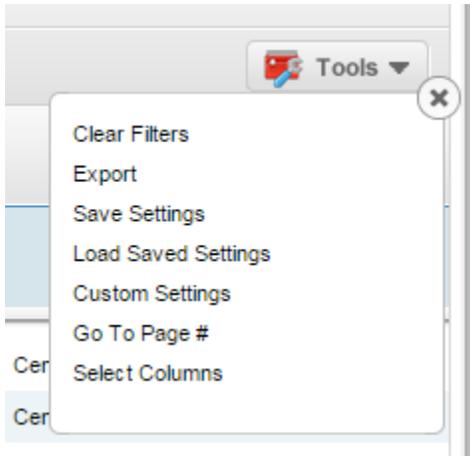
After KRONOS has searched your school name, click on the green flag next to your name.

Once you have selected your school, you also need to make sure the setting beside “Timesheet Dates”, located on the top left-hand corner, is “Pay Period”. You can change this by clicking on the drop down box and selecting “Pay Period”. You’ll also want to make sure that the timesheet dates are correct. You can toggle back and forth and clicking on the blue arrows located beside the dates.

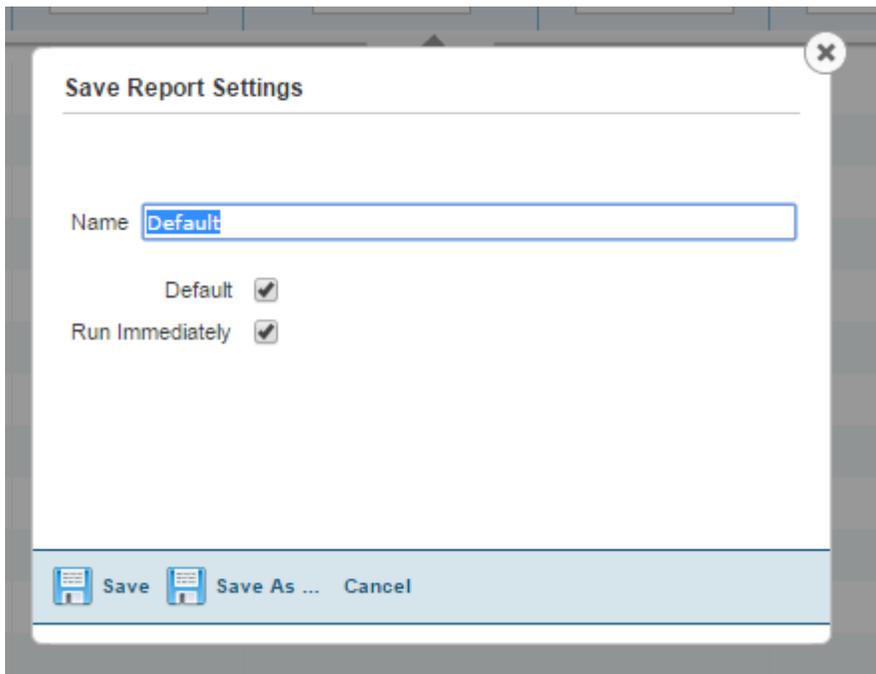
The screenshot displays the 'Timesheets Approval History Overview' page. At the top, there is a navigation bar with links like 'MY ACCOUNT', 'MY EMPLOYEES', 'MANAGE TIME', 'MANAGE PAYROLL', 'MY REPORTS', 'OUR COMPANY', and 'COMPANY SETTINGS'. Below this is a breadcrumb trail: 'Home > Manage Timesheets > Timesheets Approval History > Timesheets Approval History Overview'. The main content area features an 'Employee Filter' section with 'Group: Central Office(57)'. Below the filter, the 'Timesheet Dates' label is circled in red. To its right is a dropdown menu currently set to 'Pay Period', with a red arrow pointing to it. Further right, the date range '(03/01/2015 - 03/15/2015)' is circled in red, with a red arrow pointing to the blue double arrows on either side. Below the filter, there are controls for 'View: Default', 'Rows On Page: 200', and '56 Rows'. The data table below has columns for 'Approval State', 'Employee Id', 'First Name', 'Last Name', 'Submitted', and 'Approved'. The first two rows of data are for employees PETER PAN and PATTI O'FURNITURE, both with an 'Open' approval state.

You also need to make sure you change “Rows On Page” to show 200.

Once you change to all the correct settings, you can save these settings as your default. This way you won't need to change these every time you are in this screen. Click on "Tools" on the far right side of your screen. Then choose "Save Settings".

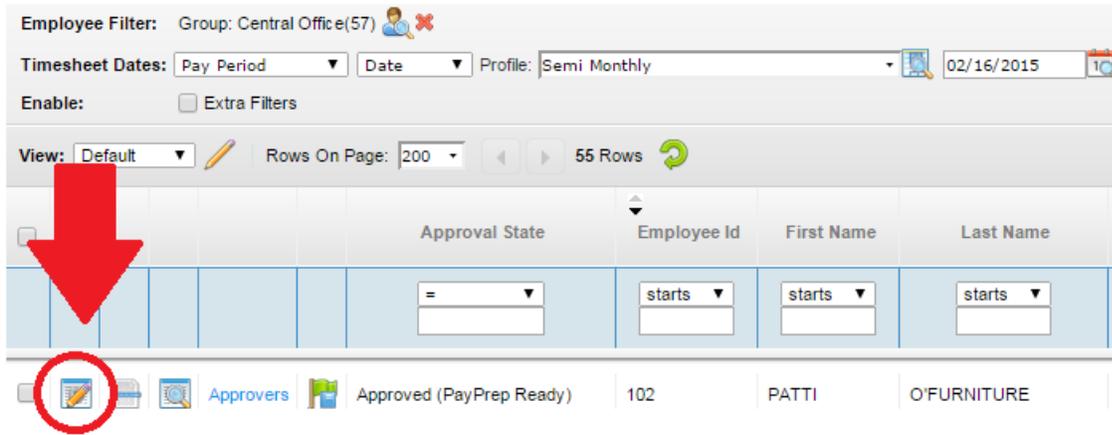


Type in "Default" or whatever you'd like to name it, make sure "Default" and "Run Immediately" are both check marked, and hit "Save" at the bottom.

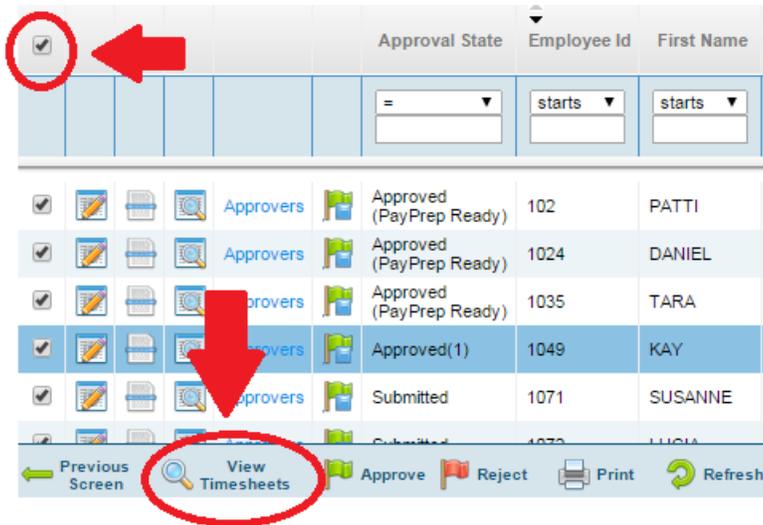


Now you are ready to approve or reject your timesheets.

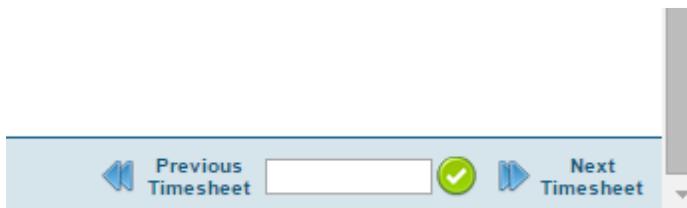
There are two ways to view your timesheets. You can open each individually by clicking on the notepad icon next to their name. OR, you can view them all at once by clicking the box above the names to the left and then “View Timesheets” at the bottom.



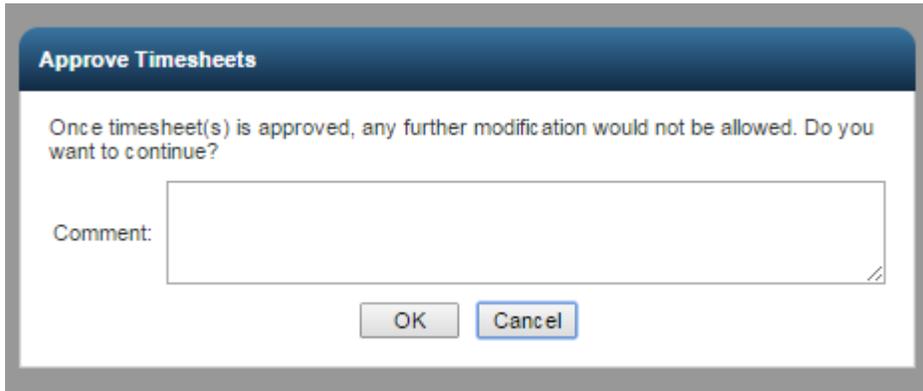
-OR-



If you choose to view timesheets all at once, you can look through each timesheet and approve or reject by using the “Previous Timesheet” or “Next Timesheet” button found at the bottom right-hand side of the page.

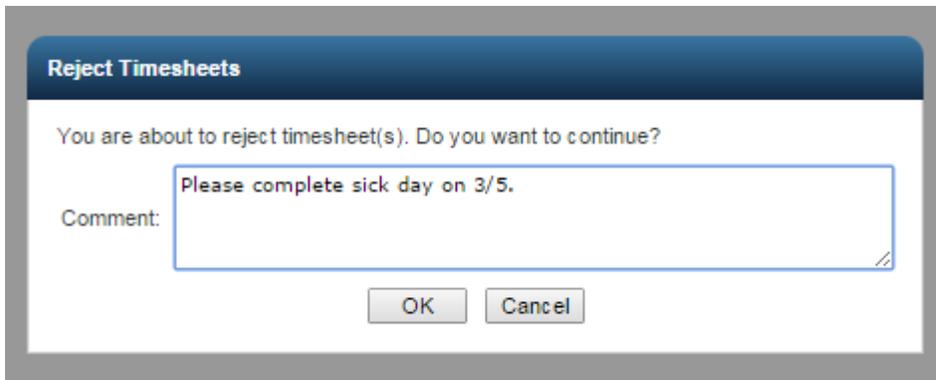


When you approve a timesheet, a message with a comment box appears. You do not have to type in a comment. Simply click “OK” and the timesheet will be approved.



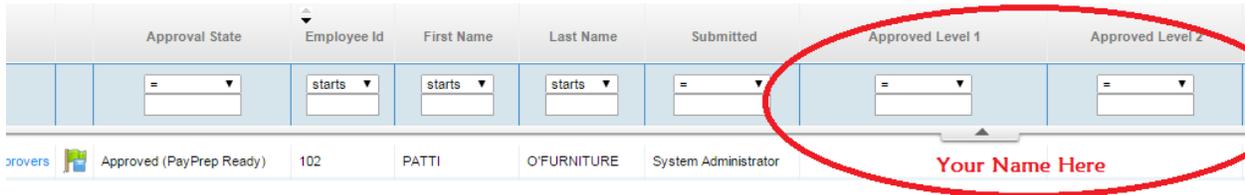
The screenshot shows a dialog box titled "Approve Timesheets". The main text reads: "Once timesheet(s) is approved, any further modification would not be allowed. Do you want to continue?". Below this text is a text input field labeled "Comment:" which is currently empty. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

When you reject a timesheet, you will receive a similar message with a comment box. You MUST enter a comment to be able to reject a timesheet. You'll need to let the employee know why their timesheet is being rejected (i.e. if the employee forgets to enter a sick day - "Please complete sick day on 3/5").



The screenshot shows a dialog box titled "Reject Timesheets". The main text reads: "You are about to reject timesheet(s). Do you want to continue?". Below this text is a text input field labeled "Comment:" which contains the text "Please complete sick day on 3/5.". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

After you have approved the timesheets, if you go back to the main screen, you will see your name in the “Approved Level 1” or “Approved Level 2” box.



Approval State	Employee Id	First Name	Last Name	Submitted	Approved Level 1	Approved Level 2
=	starts	starts	starts	=	=	=
Approved (PayPrep Ready)	102	PATTI	O'FURNITURE	System Administrator	Your Name Here	

If you reject the timesheet, your name will not show up and where it says, “Approved (PayPrep Ready)” under “Approval State” in the above picture, it will say “Rejected” instead.

When you reject a timesheet, you will need to get notification from the employee after they edit/fix their timesheet so you can go back in and approve.

Once all timesheets have been approved by the bookkeeper/secretary, they are ready to be approved by the principal.